

Brickyard News

Special points of interest:

- Personnel Updates
- Serial Numbers
- AMS User Deletes & Changes
- Helpful Hints
- Transfers by Surplus
- Common Audit Findings

Training Dates

Training has been set for June 20th & 21st. Please see our website for times and registration information.

<http://www.doa.louisiana.gov/lpaa/training.htm>

Auction Information

The next auctions will be on June 9th and July 14th. Remember you can view the items at the auction site three days prior to the auction date. For a copy of the auction brochure and buyers guide, please view our website the week of the auction.



La Property Assistance Agency
P O Box 94095
1059 Brickyard Lane
Baton Rouge LA 70804-9095
(225) 342-6849 Main
(225) 342-6853 Compliance
(225) 342-6855 Fleet
• www.doa.louisiana.gov/lpaa

Louisiana Property Assistance Agency

LPAA Personnel Updates

Latest Additions to LPAA!

Administrative Assistant to the Director —**Sheryl Ferguson** has moved from Clerical Supervisor to Administrative Assistant to the Director. She replaced DeeDee Abadie who retired in April. Sheryl can be reached at 225-342-6890 or by e-mail at Sheryl.Ferguson@la.gov.



Clerical Supervisor— We are happy to announce that **LaQueda Causey** has joined LPAA as the new Clerical Supervisor. You can reach her at 225-342-6851 or by email at LaQueda.Causey@la.gov.

Importance of Recording Serial Numbers

According to **RS 39:324 A**. Each property manager shall make a complete physical inventory of the property of his agency once each fiscal year. The agency shall establish and maintain a master file of the agency inventory of movable property. The master file shall contain the following information:

- (1) A description of the property.
- (2) The manufacturer's serial number if any**
- (3) The description and location of the identification mark.
- (4) The original cost of the property
- (5) The principal place where the property is housed, garaged, stored or used.

It is imperative that all moveable property listed on your agency's inventory contain the above listed elements in the master file. We want to remind you that listing serial numbers in AMS is mandatory. Often times we notice that items are listed in AMS, but are missing serial numbers when there are clearly serial numbers listed on the item. In order to make sure your inventory runs as smoothly as possible it would be beneficial to make sure that all items with a serial number have that serial number recorded in AMS. Having these numbers on record will help you in identifying items more quickly and efficiently. Please keep in mind that the compliance officers have been asked to take a closer look at whether serial numbers are listed when conducting audits.



Reminder . . . Reminder . . . Reminder . . .

AMS User Deletes & Changes

LPAA would like to remind you about how important it is to keep contact information up to date in AMS. This includes emails, phone numbers, fax numbers, and agency addresses. If your agency moves, please send a notification to your auditor with the new address. If you have someone that is no longer an employee at your agency still registered in the system please remember to have their user access deleted. You can do this by filling out the bottom portion of the **Request for ID and Password Form** and check the box next to **Request to Delete User**. This form can be found on our website under Online Forms. Please send forms with updates and/or requests to delete users to Whitney Williams at whitney.williams@la.gov. **We suggest all agencies run the User Access List under the Contact Reports and be sure all persons listed are still employed and need access.**

Helpful Hints

'AS Of' Report

Due to recent technical difficulties with the Asset Management System, the **As Of Report** has been temporarily removed from the Reports page. The good news is that it can be run upon request. If you are in need of this report, please contact Whitney Williams at Whitney.Williams@la.gov.

Location Code Indexes

The property location index is required and used to keep track of the physical location of property within the agency. This index must be kept current and submitted to LPAA after any modifications and with the annual inventory certification. To create a location index, download your agency's location codes from AMS. With the codes, create a cross-walk of information. Here is an example:

0001 = Compliance Section at 1059 Brickyard Lane
 0002 = Administration Section at 955 Brickyard Lane
 0003 = Auction Office at 1255 Brickyard Lane



Transfers to Surplus Review

According to the **LAC 34:VII.501.A**, no property can be sold, transferred, or entrusted without the approval of LPAA. The section **LAC 34:VII.303.G** says, "the property manager shall submit, within the week it becomes known, each idle or surplus item within his agency for disposition." When agencies are surplus items for pick-up or delivery, please keep in mind the following facts:

• Transfers to Surplus for Pick-Up

- **Labeling Items—LAC 34:VII.501.G**— the agency must see to the delivery of surplus to LPAA or schedule a pick-up. The regulations read, "...the property manager must clearly mark each item with the (transfer) number." Property over \$1,000 already has a property tag on the item, but items that are non-tagged, should be clearly marked on which item it is. If the items you are surplus are not common items, or you are surplus a large quantity, having the description labeled will speed up the pickup and receiving process. The easiest way to label surplus property is with mailing labels. For example, the label will read "Transfer 161960, 24821-NT2773989, Printer."
- **Transfer Remarks**—For LPAA to be effective in scheduling pick-ups in a timely manner, the remarks section of a transfer must have correct information. This includes a contact name, contact phone number (where a person knowledgeable about the pickup can be reached), and a contact email address. The physical location of the property should be the actual street address and city. Other physical location information can include building name or number, floor, suite, or room.
- **Transfer Sequence**—Transfer pick-ups are scheduled in sequence by date. Older transfers will be picked-up first. If a pick-up is scheduled at your agency and you have multiple newer transfers, the oldest transfer will need to be loaded first. If older transfers are not available for pickup, they can be voided and a new one created. Depending on the truck load, other stops, and time constraints, the driver may or may not be able to pick-up the newer transfers at that time.

Transfers to Surplus Review Cont.

- **Scheduling a Pick-Up**– The person listed on the transfer will be contacted by Floy Dean Delaune, who handles the scheduling. If you have questions about a pick-up, she can be reached at 225-342-3407. Failure to follow the instructions listed above can result in cancelled runs and the agency being billed for the second pickup attempt.

Surplus Deliveries—LAC 34:VII.501.F- items which arrive without transfers or with unapproved transfers to LPAA will not be accepted and returned to the agency. Agencies are more than welcome to deliver their surplus property to LPAA, but must follow the same labeling procedures as a pick-up.

- **It is mandatory to have transfers created prior to delivering items to the LPAA warehouse. There has been a significant increase in the number of agency employees arriving to LPAA to deliver items without having created a transfer to surplus these items. Those who arrive to deliver with no transfer will not be able to leave items in the warehouse. Please make sure that all surplus deliveries to LPAA are accompanied with a transfer in which all items present are listed. In addition, items should be clearly labeled with the transfer number. Anytime you want to deliver items please remember that you must schedule a delivery with Dedra Matthews at 225-342-6857.**

Most Common Audit Findings

Most Common Property Audit Findings and How to Correct Them



Missing Paperwork - Finding 305B -The agency failed to maintain the following paperwork.

- ⇒ Agencies must maintain paperwork for three years plus current. As of today, this means you should have property and vehicle records dating back to 2008. Prior to an audit it's always a good idea to check the files. If you are missing paperwork (i.e. certifications, notifications of inventory) you can contact LPAA to fax you a copy prior to the audit.

Late Additions - Finding 307A - Assets were not entered into the asset management system (AMS) within 60 days of receipt.

- ⇒ Assets must be entered into AMS within 60 days of physical receipt of the property. This date is not the purchase order date and not the date the item was paid for. This date will be the date the agency physically received the property from the manufacturer.

Incorrect Serial Numbers - Finding 311B - Assets did not have the correct serial number in the asset management system (AMS).

- ⇒ All pertinent information of an asset must be entered into AMS. At times when using the "Save & Same" option when adding multiple assets, a user may forget to change the serial number which creates assets with the same serial number. To find any duplicate serial numbers at your agency, check the October 2011 Brickyard News.

Receipts for Property - Finding 305C – Assets are entrusted to an employee of the agency, and a receipt for such property is not secured.

- ⇒ If assets are entrusted to an employee or leave the agency for any reason, a receipt must be secured. This receipt could be a year long form or a simple sign-in/sign-out sheet, but a signature **must be secured to let an auditor know where the property physically is. If you would like a sample form, email your auditor for a copy.**

Idle Items - Finding 305G - Assets appear to be idle or surplus and LPAA has not received a disposition request.

- ⇒ During an audit if items are found not being used, possibly in a shed or closet covered in dust, these items will appear to be idle. It's always a good idea to surplus items when you know they will no longer be needed. The LAC says you must surplus "the week it becomes known." Don't wait for after an audit to clean out your surplus.

Property Tags - Finding 309A - Assets did not have property tags or needed replacement tags.

- ⇒ Someone is looking at 100% of your inventory at least once a year to do the annual inventory and certification. This is the best time to catch items that are missing or have worn property tags. Tags can be ordered at any time throughout the year by using the Request for Property Tag form on LPAA's website. If a tag falls off, don't just use a mailing label. Tags must be approved from LPAA.